

Virtual Career Fair Instructions for Employers

Thank you for joining us for the Hostos Community College, Virtual Career Fair. Please see the instructions below to help you access the HIRECAIMANS, symplicity career link to register for the Career Fair.

1. New Employers: Go to <https://hostos-csm.symplicity.com/employers> and **Sign Up** for a new account. This will assist you with creating a login and gain access full access to the system. A CSO Team Member will review and approve your new account. You may now log in and access the EVENTS sections to Sign Up for the Virtual Career Fair.
2. Current Employers: Go to <https://hostos-csm.symplicity.com/events> and select the Career Fair you would like to register for.
3. Enter all of the registration details and upload a logo for the career fair. (Tip: Create your video chat link that will be used on the day of the career fair and include in the registration)
4. For the career fair: You have the option of having a group chat running and another representative can interview students and alumni individually.
5. Your Career Fair registration will be reviewed by a CSO Team Member for approval.
6. On the day of the fair, you can get into the fair 60 minutes before the fair starts
7. Once you have logged in, go to Events/Career Fairs/Fall Virtual Career Fair and click View Chats
8. Confirm your meeting information (update with a new video link if you need to) under Chat Instructions
9. If you want to modify your profile information (name, title, division), only a staff member or the employer account holder can make this change
10. You can greet students with your profile picture by uploading it under Account/Personal Profile
11. Your employer contact has set The Expected Chat Time per Student, which is the same for all representatives at your company. If you would like to modify Expected Chat Time per Student, you will need to ask your employer contact to make this change
12. Set your Status to Online
13. Start your video meeting using the video link you provided in Chat Instructions and keep your video meeting running for the entire length of the fair. Make sure you have two browser windows open side by side - one for video meeting and another one for Symplicity, so you can see the timer
14. If your Alternate Chat Instructions include a phone number, make sure to have your phone handy if students experience technical difficulties
15. When the fair starts, you will see students lining up in your queue

16. Select the student at the top of the list, unless the student is already video chatting with another representative from your company. It may take a couple of minutes for a student to join your video chat
17. Once you have started to video chat with a student, watch the timer which will count down from the maximum time to zero. When time is up, you will see an alert and hear a “ping” sound
18. When you are done, click End Chat in Symplicity, and Dismiss Attendee in your video meeting. This enables you to keep your video meeting running, ensuring no overlap between students
19. You can mark the student as a candidate you are Interested or Not Interested in, and take notes. This information is not shared with the student
20. If you need to step away for a short break, set your Status to Busy. Students can continue to join your queue
21. If you need to take a longer break and no other representative from your company is Online, then set your Status to Offline. Students will be notified that you are no longer online and will likely leave your queue. The system will automatically send you resumes of students who were in line, but did not have a chance to connect with you
22. If you select students who are busy chatting with another company, you will not be able to select them, but they will stay in your queue for later conversations
23. When the fair is over, you can filter students by Overall Feedback and download resumes
24. Before or during the fair, you can generate interest in your company by inviting students to video chat with you. Go to the All RSVP'd Students tab, use Advanced Search to find students of interest, select them and use Mail To/Invite to Chat. There is a default template which you can customize

Videos

- [This is quick tour of virtual career fairs for employers](#)
- [Employer Registration Video](#)
- [Virtual Career Fair Employer & Student Interactions](#)

On the Day of the Virtual Career Fair

Topic: Live Employer Support Virtual Career Fair

September 24th, 2021, 10:00 AM– 3:00pm

Join Zoom Meeting

<https://hostos-cuny-edu.zoom.us/j/86200666136?pwd=VWVhWVhGZitBWjkvTHduTE9DVk9rUT09>

Meeting ID: 862 0066 6136

Passcode: 765616

One tap mobile

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